



COUNTY OF LOS ANGELES
DEPARTMENT OF THE AUDITOR-CONTROLLER
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION, SPECIAL REQUIREMENT INFORMATION, AND APPLICATION INFORMATION, AND SUPERSEDES BULLETIN NUMBER 050-327 POSTED ON JANUARY 29, 2007 WITH AN ORIGINAL FILING DATE JANUARY 30, 2007. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST SIX (6) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 050-349

Posting Date: May 29, 2008

JOB TITLE

ASSISTANT ACCOUNTING SYSTEMS ANALYST

EXAM NUMBER

07S2646A

FILING DATES

January 30, 2007 until needs are met

SALARY

\$4,702.45 - \$5,385.73 **MONTHLY**
\$4,844.00 - \$5,699.55 Effective 01/01/2009

BENEFITS

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs, including:

- Retirement Plan - The employee may choose either a contributory or non-contributory defined benefit plan
- Megaflex Benefit Plan - The employee may purchase benefits from the Megaflex Cafeteria Benefit Plan using a County contribution of 14.5%-19.0% of his/her monthly salary, depending on retirement plan selected and years of service. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the Megaflex Benefit Plan include medical, dental, disability, life and AD&D insurance; dependent care and health care reimbursement accounts are also available.
- Savings Plan (401k) - The employee may participate in an optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's compensation
- Deferred Compensation Plan (457) - The employee may participate in an optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's compensation
- Transportation Allowance - The County of Los Angeles provides employees who work in the Civic Center a \$70/month transportation allowance that may be used towards alternate modes of transportation and/or parking

**POSITION
INFORMATION**

Positions allocable to this class are located in the Systems Division of the Department of Auditor-Controller and assist higher level analysts in performing systems analysis in connection with the development, evaluation, and review of large-scale and complex computerized and non-automated fiscal control systems. Work is performed within a limited framework of responsibilities and under close direct supervision of higher level analysts.

**ESSENTIAL JOB
FUNCTIONS**

Incumbents perform the following duties under supervision: assist in developing information system requirements; assist in the design, development, and evaluation of existing automated and non-automated information systems; assist in the design, development, and implementation of technical requirements of automated information systems; assist in testing automated information system applications, including controls; assist in training personnel prior to and during conversion to a new system; assist in performing liaison and coordination functions with Internal Services Department (ISD) technical support; assist in performing and documenting feasibility studies of automating systems; and assist in evaluating existing operations, fiscal controls, and accounting standards.

**SELECTION
REQUIREMENTS**

A Bachelor's degree from an accredited* college or university in Business Information Systems (BIS), Computer Information Systems (CIS), Management Information Systems (MIS), or closely related field, with twenty-one semester or thirty-two quarter units of information systems classes.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses:

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information:

APPLICANTS WHO WILL RECEIVE THEIR DEGREE WITHIN THREE (3) MONTHS OF SUBMITTING THEIR APPLICATION, MAY ALSO APPLY AND MUST CLEARLY STATE THE EXPECTED DATE OF GRADUATION ON THE EMPLOYMENT APPLICATION TO QUALIFY BUT WILL BE WITHHELD FROM CERTIFICATION UNTIL ALL REQUIREMENTS ARE MET AND A COPY OF THE DEGREE AND OFFICIAL TRANSCRIPTS ARE SUBMITTED. ALL OTHER APPLICANTS MUST SUBMIT PROOF OF GRADUATION AT THE TIME OF FILING. A PHOTOCOPY OF THE DIPLOMA AND OFFICIAL TRANSCRIPTS ARE ACCEPTABLE. FAILURE TO SUBMIT A COPY OF THE DIPLOMA OR A COPY OF THE OFFICIAL TRANSCRIPTS WILL RESULT IN APPLICATIONS BEING REJECTED.

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are

**DESIRABLE
QUALIFICATIONS**

acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services and Association of International Credential Evaluators, Inc.

- Experience assisting in the design, development and testing of business systems
- Experience assisting with the development of systems documentation, program specifications, or user manuals
- Experience providing end user training or technical support
- Excellent verbal and written communication skills
- Experience with any of the following software: Visual basic; Visual Basic.net; ASP.net; C# (C-Sharp); Java, HTML, SQL; business intelligence software such as Crystal; Cognos; and Web Focus
- Experience with Unix or Linux applications

**SPECIAL
INFORMATION**

Shift: Any Shift

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill multiple vacancies in the Systems Division within the Department of Auditor-Controller.

**EXAMINATION
CONTENT**

This examination will consist of an interview weighted 100%. The interview will be designed to assess knowledge, education, experience, personal fitness, and general ability to perform the duties of the position.

All candidates will be required to provide positive identification before being admitted to the interview. This includes a valid driver license or another form of valid identification which clearly shows your photograph and signature.

Candidates must achieve a passing score of 70% or higher in the interview in order to be placed on the eligible register.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade on the examination will be added to the eligible register and, unless appointed, will appear in the order of their score group for a period of at least six months following date of eligibility.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN
ONCE EVERY 6 MONTHS**

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

HOW TO APPLY: All applicants are required to submit a Standard County of Los Angeles Employment Application. **You have the option of**

filing your application either by Hard Copy submission -OR- Online (via electronic submission). Please select only one method to file your application.

FILING PERIOD: This examination will remain open until the needs of the Department are met and is subject to closure without notice.

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically. Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. To apply online, click the link below the filing address.

Applicants who apply online must upload any documents as attachments during application submission or fax the documents to (213) 621-2584 on the day of filing online. Please include exam number and exam title.

Instructions for Hard Copy Submission: The Standard County of Los Angeles Employment Applications are available at the filing location below or may be downloaded from the Department of Human Resources website at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>. Applications for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. Applications **must** be received, either in person or through the mail, by 5:00 p.m. on the last day of filing.

The acceptance of your application will depend on whether you have **clearly** shown that you meet the Selection Requirements for this position. Although resumes are accepted, they are considered a supplement to the application. **Placing the words "See Resume" or "See Attached" on the application is not acceptable**. Please fill out your application completely and correctly so that you will receive full credit for your related education and experience. In the space provided for college education, include the names and addresses of colleges attended, dates completed, college units earned, degrees earned, and specialized field of study. For each job held, give the name and address of your employer, your payroll title, beginning and ending dates, description of work performed and salary information. You may also attach an additional page to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process. **In order for us to verify any college degree noted or the completion of a certificate program, and the required number of units, you must include a photocopy of your diploma or certificate AND official college transcripts, with your application.**

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Auditor-Controller, Personnel Section
410 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012
(213) 974-1278

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1165

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 974-8513.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 974-8513. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.